



HRO NEWSLETTER

New Mexico National Guard

4th Quarter Issue #2

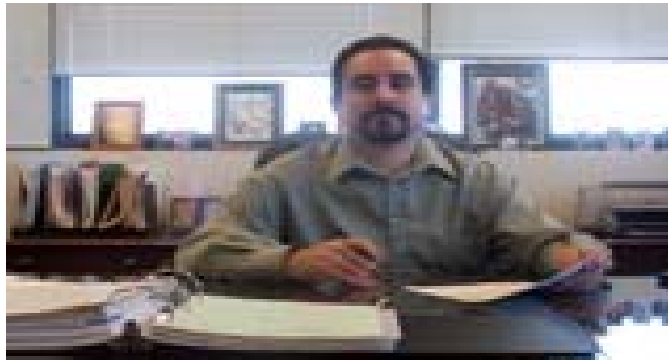
OCT-DEC 2005

Inside this issue:

From the desk of the HRO	2
National Security Personnel System (NSPS)	3-4
Employee Development News	5
Attention all Technician Supervisor	6
Demobilization Requirements for Technicians	7
Returning from Active Duty	8
Thrift Savings Plan	9
Thrift Savings Plan (Continued)	10
Military Buy Back Procedures	11
FEGLI (Open Season)	12
Military Service Deposits	13
EAP Newsletter	14-15
Disability Retirement (Technician) – Are you prepared?	16
Technician Awards	17-18
Staffing Section	19
Classification Section - Organizational Chart	20
AGR News	21-22
EEO News	23
The Humor Corner	24
The Health Corner	25
HRO Staff and numbers	26

Human Resources Officer

FROM THE DESK OF THE HRO



Welcome,

On behalf of the men and women of the Human Resources Office, it is my pleasure to kick off the “4th Quarter edition of our Newsletter. This very important publication is just one of the tools we will be using to disseminate critical fast-breaking human resources news to you, our customers. Should you have any questions or comments, please do not hesitate to contact anyone on the HRO staff.

Steve R. Moya
Human Resources Officer

National Security Personnel System (NSPS)



Field Advisory Services (FAS)

FASTRACK

Number 2005-5, June 2005



NSPS Pay Banding Will Broaden Pay Ranges and Simplify Job Classification in DoD

NSPS Program Executive Office

The National Security Personnel System (NSPS) proposed regulations would change the way the Department of Defense (DoD) classifies positions. The NSPS would consolidate the General Schedule's (GS) 22 occupational groups and 15 grade levels into a small number of career groups, each with several pay schedules. Pay schedules would typically have three pay bands, but may have as few as one or as many as four.

The main purpose of pay banding is to simplify job classification and broaden pay ranges. Career groups, pay schedules, and pay bands will each be discussed below, and in conclusion, the advantages of pay banding will be outlined.

Career groups combine occupations doing similar types of work. For example, an engineering career group would include all the professional engineering occupations and

(Continued on page 2)

DoD Kicks Off Series of Job Fairs for Injured Service Members and Their Spouses

Recruitment Assistance [E-mail us](#)

The Defense Applicant Assistance Office (DAAO) co-sponsored a civilian career-networking fair for injured and wounded service members and their spouses at Walter Reed Army Medical Center in Washington, DC, on April 27th. The event provided an excellent opportunity for service members and spouses to connect directly with recruiting representatives from DoD and non-DoD agencies to learn about career opportunities available to veterans.

The career-networking fair featured workshops in résumé writing and online job-search techniques. Also included were demonstrations of workplace computer/electronic accommodation devices. The event, which drew approximately 300 attendees, gave injured and war-wounded service members the opportunity to network with civilian recruiters, gather information about agency job opportunities, and learn about

the variety of special employment and training programs available to them. The special programs represented on site were—

- The Rehabilitation Assignments Program for Injured and Wounded Service Members;
- The Computer/Electronic Accommodations Program (CAP);
- Two Army programs, the Disabled Soldiers Support System (DS3) and the Always a Soldier Program; and
- The Military Severely Injured Joint Support Operations Center, which co-sponsored the event.

Similar events are planned this fall at Brooke Army Medical Center in San Antonio, TX, and other major military medical centers.

Inside this issue:

Civilian Assistance and Re-Employment BRAC and Transition Assistance Web Site	3
Regionalization & Systems Modernization Selection Process	3
Advances for HR Line of Business Shared Service Centers	
CMIS-R Initial Phase Is Deployed	4
Labor & Employee Relations	
Drafting Settlement Agreements	4
Benefits & Entitlements	
Agency Payment of Full FEHB Premiums for Activated Employees	5
Staffing & Development	
Timing of Suitability Determinations	5
CPMS Personnel-ity Profile	6
CPMS Employment Corner	6

Give us feedback on **FASTRACK!** [E-mail us](#)



The sight of the Pentagon "always thrills the patriotic 'military brat' in me," says FAS' Shannon Schmidt (see [article](#), page 6). Above: This view from the Pentagon's south parking lot also shows the Potomac River and Washington Monument in the background.

National Security Personnel System (NSPS) cont...

FASTRACK

Number 2005-5, June 2005

Page 2



Flexible, Contemporary HR Management System Is Consistent with Proven Approaches to Strategic Human Capital Management

(Continued from page 1)

the technician occupations that work with them. A medical career group would include physicians, dentists, dietitians, and nurses, as well as the medical supply technicians, dental hygienists, and pharmacy technicians who support them.

Pay schedules typically divide career groups into three categories: professional/technical/analytical (formerly, two-grade interval occupational series); technician/support (formerly, one-grade interval series); and supervisor. For example, an engineering career group would have three separate pay schedules, as follows:

- A professional pay schedule covering all the professional engineering occupations;
- A technician pay schedule covering all the engineering technician occupations; and
- A supervisor pay schedule covering all supervisors of engineering professional and technician work.

Pay bands typically divide work into three basic levels. For that reason, pay schedules covering professional/technical/analytical occupations notionally would have entry/developmental, full performance, and expert levels. Pay schedules covering technician/support occupations would have entry/limited full performance, full performance, and expert levels.

Pay bands have wider ranges of pay than the GS grades and do not have steps within the pay range for a given pay band. Employees typically progress through the pay band based on their performance ratings, rather than progressing up through a grade by

steps based on the passage of time. Initially, pay bands would be aligned with the GS grades. However, as the pay bands are adjusted over time to reflect market pay trends, this connection to the GS structure will be reduced, and it will ultimately be eliminated.

Pay banding has significant advantages over GS. Specifically, pay banding:

- *Facilitates organizational change.* Allows work to be reorganized and jobs to be changed with little or no impact on the employee's pay band. Nuances and minor job duties usually do not change an employee's pay band. This facilitates the use of generic position descriptions and also means that very little time will need to be spent on preparing and classifying the job descriptions. Additionally, employees do not have to be concerned about whether minor changes in duties will affect their grade and pay.
- *De-emphasizes hierarchical structure and formal reporting relationships.* Enables organizations to be "flatter" and to encourage teamwork instead of supervision.
- *Encourages lateral career movement.* Reduces promotions that are based on incremental changes in job duties. The performance-based pay system will reward employees who are willing to take on new assignments and expand their role in the organization.
- *Creates flexibility to respond to labor market trends.* Makes it possible to grant salary increases that reflect performance, as well

as occupational and locality trends in the national and local labor markets.

- *Changes the role of the human resources (HR) staff.* Helps HR specialists to define their new role as a consultant to support managers. Under the GS system, the focus has been on classifying positions to 15 grades using Office of Personnel Management (OPM) criteria. Pay banding dramatically reduces that focus and the often adversarial relationship associated with the traditional HR role of promoting classification consistency. HR specialists of the future will advise management on market factors and pay setting issues. They will become information sources that managers rely on to help make appropriate decisions in light of the new flexibilities managers have.

A flexible, contemporary HR management system that uses pay bands and pay for performance is consistent with proven approaches to strategic human capital management. Pay band structures already exist in various DoD organizations under demonstration project and alternative personnel system authorities.

The proposed NSPS regulations would move the Department away from the GS system, which would allow the Department to offer more competitive salaries. The HR management system under NSPS would be the foundation for a leaner, more flexible support structure and would help attract skilled, talented, and motivated people, while also retaining and improving the skills of the existing workforce.

EDS Notebook

Checkout the HRO-Training web-link on the HRO page. There are several announcements, downloadable files, and update informational news there.

DD Forms 1556's ("Requests for Technician Training") must be submitted to HRO-EDS 30-60 days prior to class start date. All training requests are reviewed and approved/disapproved by FTS Training Committee.

HOT TOPICS. The HRO training link now shows training media available for checkout from the HRO Employee Development Library. Call SMSgt Flores at DSN867-1513 or Comm 505-474-1513 for more information too. Check it out!!

Supervisors are reminded to ensure training evaluations are submitted to HRO-EDS upon completion of training. Please review your training objectives with your trainee who has just returned from a training event.

The next **NGB SUPERVISOR'S COURSE** is scheduled for 10-12 January 2006. If you are a new supervisor, (assigned in 2005), you must attend. This is mandatory training, (TPR 400, paragraph 6h and AGONM TPR 410. The January 2006 class will be held from 0730-1630 at the RTI, Santa Fe NM (Ocate Complex). HRO will be contacting those individuals who are due for training.

21 Nov 2005

Army eLearning Registration Now Available Through ATRRS

At no cost to the individual or their organization, all active duty soldiers, members of the National Guard or Reserve as well as all Department of the Army civilian employees are authorized to access over 1,500 Information Technology, Business Skills, and Interpersonal Skills courses from any location, around the clock (24/7). All you have to do to use Army eLearning is get an [Army Knowledge Online](#) account and complete an [ATRRS application](#). Be sure to browse the [Army eLearning Course Catalog](#) to see the courses available to you.

NG-PEC Training News!!

Supervisors: You may send an email to SMSgt Flores to request a current copy of all Technician Training PEC quotas for 2006.

AM General!!

Supervisors: You may send an email to SMSgt Flores to request a current 2006 AM GENERAL Catalog for Technician Training. Be aware that tuition cost has risen to \$1000 per student for DS Level Maintenance. Submit DD Form 1556s early (45-days prior to class start and include alternate dates in block 18).



EMPLOYEE BENEFITS NEWS

ATTENTION ALL TECHNICIAN SUPERVISORS!!!

IAW TPR 430 all technicians must have an annual performance rating on file. For all Army technicians appraisals are due in the HRO each year on the technicians birth month. For all air technicians appraisals are due each year in July.

Please be aware that if these appraisals are not completed and on file in the HRO it may effect the technicians within grade increase and/or time off or monetary awards.

If you need assistance with appraisals you can retrieve TPR 430 from our web site <https://www.nm.ngb.army.mil/HRO%20WEB/tprs.htm> or call the employee benefits section.

GETTING MOBILIZED

Are you a technician getting mobilized for contingency operation? If so, there are some steps you must take before leaving for active duty.

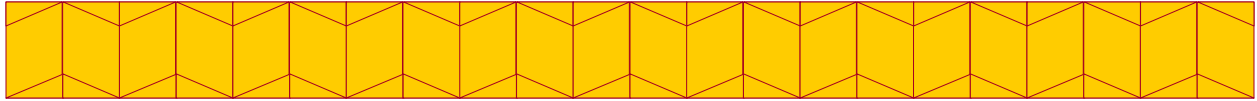
Notify HRO: HRO will come and present you with a deployment briefing on all of your benefits while on active duty.

Orders: Provide HRO a copy of your military orders.

SF52: Provide HRO an SF52 (Request for Personnel Action) with when you want to be placed on Leave Without Pay from your technician job.

Checklist: Provide HRO with the checklist given to you during the deployment briefing. This checklist will notify us of what benefits you may want to keep on the technician side while deployed.

If you have any questions regarding the information above. Please contact Ms. Liz Perry at DSN 867-8286 or SFC Cecilia Chavez at DSN 867-8028.



EMPLOYEE BENEFITS NEWS (continued)

DEMOBILIZATION REQUIREMENTS FOR TECHNICIANS

If you wish to use Military Leave at the end of your tour before you return to technician status, you need to be in technician status but on military orders to do so. If you know that your Title 10 orders will discharge you on April 30 (for Example), you might want to be returned to technician status to use ML 3 weeks prior to discharge. If you want to do that we need an SF52 or an e-mail to that effect.

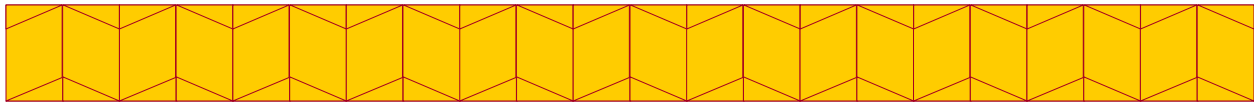
Remember that once you are off military orders, you need to arrange with your supervisor/time keeper to take the 5 days of admin leave granted by the President for returning military members to decompress before actually returning to work. To take these 5 days, you can no longer be on military orders. We in HRO don't need to know about that status. This 5 day benefit is a one-time excused absence that must be invoked as soon as you report back to civilian duty – it cannot be saved for a later date.

If you had a TSP Loan HRO needs to know that so we can fax TSP to let them know that you are back from LWOP for Military duty. Once you are back, loan payments, FEHB premiums, etc are collected from your pay.

Keep in mind that if you want credit for this period of time to count for retirement, you will need to pay a deposit. You will have the right to pay the deposit on the lesser of either the civilian missed pay or the military earnings.

If you had our office terminate your FEHB when you went LWOP, you need to let us know if you want to have it re-instated. Sometimes things change while you are gone. Keep in mind that the TriCare benefit has been extended so you may wish to delay re-instating the FEHB premiums. See your military personnel representative for that information.

POC: Liz Perry @ DSN 867-8286 (comm. 505-474-1286) or SFC Cecilia Chavez, DSN 867-8028 (comm. 505-474-1028)



EMPLOYEE BENEFITS NEWS (continued)

Returning from Active Duty

Are you a technician who is returning from active duty for contingency operation? If so, there are some things that must be done with the HRO.

SF-52 & Orders: You must provide HRO with an SF-52 (Request for Personnel Action) to return to duty back to your technician job. If you have military leave that you wish to use before you are released from active duty, use the date when your orders end and count back the numbers of hours you wish to use. This will be the date you use to return back to technician status. **Be sure to turn in your time slips to your time keeper so that they may code your time sheet for military leave.**

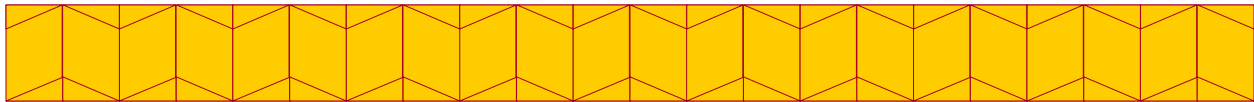
Retirement: You will need to pay a deposit for the time you were on leave without pay while on active duty in order for this time to count towards retirement. The HRO needs a copy of your DD214 to send for your earnings to determine how much you will need to pay for this time. You have 2 years plus 264 days before interest accrues, after the 3 year mark, interest is added to the unpaid balance every year. PLEASE NOTE: **If you do not pay this deposit this LWOP time will never count towards retirement.**

TSP: If you were contributing to TSP before you were placed on LWOP you have the right to make up missed TSP contributions for the time you were on LWOP for military duty. You will need to notify HRO of your decision to either makeup contributions or not.

Health Benefits: If you had terminated your health benefits while on active duty you will need to notify HRO on when you want to re-instate your health benefits. Under new legislation you can use extended TRI-CARE benefits for a period of time after discharge so you may not wish to re-instate your health benefits until later.

All previous allotments will automatically start up again once you are back in a technician pay status. This includes union dues, Relia-star Disability premiums and FEGLI premiums, as well as child support, tsp loan payments, etc.

If you have any questions regarding the information above. Please contact Ms. Liz Perry at DSN 867-8286 or SFC Cecilia Chavez at DSN 867-8028



EMPLOYEE BENEFITS NEWS (continued)

THRIFT SAVINGS PLAN

We get a lot of questions about rolling over the military TSP account into the technician account after coming off military orders or going from technician status into military status by going LWOP. You cannot combine the two accounts unless you are totally separated from one or the other. Once you are separated from either federal civilian service or uniformed service you can use TSP form 65 to combine the existing accounts. If you separate from both, you can combine the accounts any way you please. The only thing that cannot be transferred into the civilian account is tax-exempt money earned in a combat zone. Amounts that you are transferring will be deposited into the remaining account as employee contributions, and allocated according to your most current allocation of file for that account. These rollovers are subject to all the rules and regulations, but are not subject to the IRS elective referral limit.

If you are age 50 or older, you can begin to make Catch-up Contributions in addition to your regular TSP contributions, so long as you are already contributing the maximum amount. These catch-up contributions will not affect your regular TSP contributions. You can start, stop or change your catch-up elections at any time. In 2004 the limit is \$3000, in 2005 it will increase to \$4000, and in 2006 it will increase to \$5000.

Filing a bankruptcy action under chapter 7 of the Bankruptcy Code has no effect on your TSP account, even if you have a TSP loan, because you are paying yourself back and there is no debtor. However, your loan payments must stop if you file a chapter 13 bankruptcy action unless the court expressly permits the payments to continue. The bankruptcy court has jurisdiction over your earnings in a chapter 13 case and without court approval no party can exercise control. The TSP has instructed employing agencies and services to stop payroll deductions for loan payments when they receive a legal chapter 13 action. If you stop making loan payments the TSP will send you a notice at the end of the calendar quarter in which you are in default. For more information go to the TSP website and look for publication **OC95-10**.

The cost of a TSP loan can be far more than you think. If you borrow \$10,000 for a home mortgage from a bank at 7% interest for 15 years, your payments would be approximately \$90 a month and you would pay about \$6200 in interest, which would be tax deductible. The \$10,000 would remain in your TSP account and would continue earning for the next 15 years. If it was invested 60% in the G fund @8% interest and 40% in the C Fund @15% interest, your TSP account could post earnings of \$41,600 over 15 years. Now, if you borrow the \$10,000 from your TSP account, you will be paying yourself back the \$90 a month, but you would lose a lot of the \$41,600 that money would have earned, and a TSP loan would not be tax deductible. At the end of the 15 years your \$10,000 would be restored, but you would have earnings (using the same accounts and rates as before) of only \$27,500. Other TSP loans for shorter periods of time might be less expensive than going through a bank. Do the number crunching and be sure you understand the financial ramifications before proceeding with your TSP loan.



EMPLOYEE BENEFITS NEWS (continued)

THRIFT SAVINGS PLAN (CONTINUED)

A TSP account can be subject to a court ordered division during a divorce or separation, or as a garnishment for alimony or child support. The court order must specifically mention TSP, and can require current payment- it cannot be for future entitlements. TSP will provide the spouse or a legal representative with information about the account balance, but not with personal information such as a current address or phone number or social security number. The court order can request a specific amount as of a specified date, a percentage of the account as of a certain date or a flat amount. Once the court order is accepted the TSP account is frozen for withdrawal or loans until the awarded amount is paid. For more information, go to the website.

WWW.TSP.GOV is an amazing tool- you can read current information, access past fact sheets from the very beginning, print forms and manage your personal account. Use it.

THRIFT SAVINGS PLAN

TSP Introduces the L FUND:

With the L Fund, you put your TSP investments on "Cruise Control."

They're simple – You only make one decision: When will you need your money after you leave Federal service? Just choose the L Fund that matches your time horizon.

They're professionally designed – Each L Fund invests in the five TSP funds (the G, F, C, S, and I Funds), creating an investment portfolio that is right for your time horizon.

They're maintenance free – Your fund rebalances automatically. And, as you get closer to your time horizon, your fund gradually moves from aggressive to more conservative investments.

For more information please go to www.tsp.gov



EMPLOYEE BENEFITS NEWS (continued)

MILITARY BUYBACK PROCEDURES AFTER EARNINGS REQUESTED

When the RI20-97 is returned to us from the pay center with the earnings listed for each period requested, then we have to do the calculation for the deposit amount. If the employee is CSRS the amount will be 7% plus any accrued interest. If the employee is FERS, the military buyback is 3% plus interest. If the employee is doing a USERRA buyback (mil-us after 1990 followed by re-employment) we have to do 2 calculations. The first is on the amount listed on the military earnings sheet. Then we do a calculation based on pay he would have received if he never went on military LWOP. After we do both calculations, the employee has the right to pay the lesser of the two.

We then do a letter to the employee listing the earnings, stating the amount of the deposit due, and when the interest begins to accrue. This letter, plus the original earnings letter and the appropriate form(SF2803 CSRS or SF3108 FERS) to make application to pay the deposit then goes to either Denver or Pensacola on the DFAS imaging template fax cover. We do **not** have to do a remedy to send it.

On the Application to Make Service Credit Deposit, the employee should fill in the front page; we fill in the back page (Part 2), **Block1, 2,3** (3b ad 3c if necessary). Sign and date, and then fax to Denver or Pensacola.

Part 3 we verify by looking through the OPF- if employee first came on after 1-01-1984 he didn't get a chance to elect FERS- it was automatic. If he had 5 years under CSRS prior to 1-01-1984 he would have had a chance to elect FERS. 3b -The date CSRS retirement deductions began would be back to when he was first covered under CSRS. 3c- employee is entitled to have part of annuity computed under CSRS rules if he had at least 5 years of CSRS coverage prior to transferring to FERS.

Once DFAS receives everything, the pay technician sets up an account for the employee and then sends a letter detailing what they determine the deposit to be and outlining options for payment and address to send checks to. The employee ***should not*** attempt to send a check along with the application because until an account is set up, the check has no place to be credited. Once DFAS sends the letter then the employee can do whatever he wants to do- payroll deductions, check, nothing. Once the account is established, then it shows up on the LES in the appropriate box as either **Mil deposit owed** or mil deposit paid. As payments come in, they should be reflected on the LES. When the account is paid in full, if DFAS has time and people to do so, the employee will receive a letter stating the account is paid in full. They should give us a copy and keep one for themselves for proof when they go to retire. This is really important for FERS people, because if any time is not paid, there is no retirement credit ever.

In the event that the employee is buying civilian time **not** connected to any military duty, or to redeposit refunds taken earlier in his career, the form is filled out the same way, but goes to OPM instead of DFAS. OPM then does a letter detailing the amount of the deposit, interest accrued, etc. The employee can pay it or not, but if he chooses to pay, it goes to an address



EMPLOYEE BENEFITS NEWS (continued)

2004 FEGLI OPEN SEASON

Reminder to all technicians.

Last year in September we had a Federal Employees Group Life Insurance (FEGLI) open season. During this open season you could enroll for life insurance or change your current enrollment.

Under the FEGLI policy anybody who participated in this open season had to wait 1 year for the policy and premiums to go into effect. Starting 4 September 2005 your policy and premiums for the FEGLI was effective. If you notice a new deduction or a change in your FEGLI deductions on your leave and earning statement that is because of your participation in the 2004 FEGLI open season.

Any questions can be addressed to Ms. Liz Perry Ext. 1286 or SFC Cecilia Chavez Ext. 1028



EMPLOYEE BENEFITS NEWS (continued)

MILITARY SERVICE DEPOSITS

Do you have any active duty military service? If so, you may be entitled to make a deposit towards your technician retirement.

If you wish to buy back any military service please provide the HRO with a copy of your DD214 for that service. Once we received the DD214 we send it off to the appropriate pay center for estimated earnings. This process can take anywhere from 1 week to 2 months.

Once we receive the estimated earnings we then calculate how much it would cost you to pay back that time. We will then send you a letter with the appropriate form to fill out if you wish to pay back the amount. Once we receive the form back from you we then send it to the DFAS pay center (Denver or Pensacola) to create an account for you. This process can take anywhere from 2 weeks to 4 months. You will receive a notification from DFAS that they have sent up an account for you. You may pay either in a lump-sum or payments. **DO NOT** send checks for payment to the HRO. They need to be mailed to the appropriate pay center.

Please **DO NOT** wait until you are going to retire to pay back any military service. This will only delay processing of your retirement.

NOTE: All military service deposits must be paid in full before retirement.

Once you have paid for your military deposit DFAS will send you an OPM 1514 (receipt of payment in full). Please provide HRO a copy of this form. Without this form we will not grant you credit for retirement purposes.



EMPLOYEE BENEFITS NEWS (continued)

[Your EAP Newsletter brought to you by FedSource](#)

Domestic Abuse Myths and Facts

When it comes to domestic violence, it can be difficult to separate fact from myth. Because each victim's situation is unique, the solution to one person's circumstances may put another victim at greater risk. Well-meaning friends and family members may have misconceptions that can confuse or make a situation more dangerous. Whether you are the victim or know someone who is being abused, it is important to be able to distinguish myth from fact to make important decisions about personal safety.

Myth #1: The Victim Could Leave

Fact: This may be the biggest myth about domestic violence. Often there are no safe ways for the victim to escape. The most dangerous part of the abuse cycle often occurs when the victim tries to leave. Many abusers become more violent when they suspect that their control over their victim is threatened. If the abuser suspects the victim is leaving or is able to find out where the victim has gone, the victim can be at great risk. When children are involved, the victim may be enduring the attacks to protect them from the abuser. Some victims feel their children are better off having contact with their parent, even if the price is violence directed at the victim. Abusers commonly control every aspect of their victims' lives, cutting them off from resources and people to help them leave.

Additionally, ***battered women's syndrome***, a mindset that can develop after prolonged domestic violence, can make it extremely difficult for victims to make independent decisions.

Myth #2: Abuse Happens Only to Certain People

Fact: Domestic violence knows no racial, sexual, financial or class boundaries. An abuser can be a lawyer, doctor or factory worker. Though not occurring with the same frequency, female spouses or partners can abuse men as well. According to the U.S. Justice Department's Bureau of Justice Statistics, between 1993 and 1998, 22 percent of all female victims of violence were attacked by an intimate partner versus three percent of all male violence victims.

Myth #3: Domestic Violence is Rare

Fact: Domestic violence affects a staggering number of people. According to the FBI, women between the ages of 15 and 44 sustain more injuries from domestic abuse than from car accidents, rape and muggings combined.

Myth #4: Domestic Violence is caused by Substance Abuse

Fact: Though drugs and alcohol can play a role, these substances are not the cause of domestic abuse. Abuse has more to do with an abuser's need to have absolute control over the victim. However, drugs and alcohol may heighten the frequency or intensity of the abuse, making the perpetrator more impulsive and less inhibited. Treatment for substance abuse is no guarantee that he or she will no longer be an abuser. Promises from an abuser to quit drinking are also no guarantee of safety.

Myth #5: Marital Therapy Should Be Sought in Abusive Relationships

Fact: Marital therapy in which both the husband and wife see a therapist together can make the situation even more dangerous. Discussing problems in an open and honest dialogue in front of a third party can create a more violent situation at home for the victim. Both the victim and the abuser need therapy, but should be treated separately. The victim's safety should be the first priority.

Myth #6: Personality Dictates the Victim

Fact: It can be dangerous to assume that abuse only happens to some women; the personality of the victim does not determine whether she will be abused. An abuser inflicts harm to assert his total authority over the victim and the relationship. Anyone can become a victim at the hands of a spouse or partner; in fact, abusers are very often charming and charismatic in the beginning of a relationship.

Myth #7: The Abuse May Not Be Repeated

Fact: Part of the cycle of abuse includes a period in which the abuser may apologize for his actions and promise to change. He may feel sorry about what he did and even cry and beg the victim not to leave after a violent act. He may shower his partner with gifts and compliments. This can be confusing to the victim and may lead her to think that the abuse won't happen again. By staying in the relationship, the victim will continue to be at risk. If you are a victim of abuse or know a family member or friend who is being abused, your employee-assistance program (EAP) can help with more information about what to do. You also can call the National Domestic Violence Hotline at (800) 799-SAFE (7233) or the TTY number at (800) 787-3224. In the event of an emergency, calling the police, 911 or your local emergency number are the best options.

Additional Information and Counseling Resources

Call us for the support that you need. 1-888-290-4EAP (TDD: 1800-697-0353) or go to www.GuidanceResources.com. Agency ID: FEDSOURCE

©2004 ComPsych® Corporation. All rights reserved. This information is for educational purposes only. It is always important to consult with the appropriate professional on medical, legal, behavioral or other issues. As you read this information, it is your responsibility to make sure that the facts and ideas apply to your situation



EMPLOYEE BENEFITS NEWS (continued)

ARE YOU ANTICIPATING A DISABILITY RETIREMENT FROM THE NATIONAL GUARD?

Are you anticipating a disability retirement and are going to be losing your military membership due to a medical disability? Applying for a technician disability retirement can be a long process. Once the Human Resources Office sends off your packet to the Office of Personnel Management the processing time to start receiving any type of disability retirement money can be between 4 to 6 months.

Once you know that you will be medically discharged and applying for a technician disability retirement you must start preparing yourself and family financially. Since the disability retirement takes between 4 to 6 months for processing you will not be receiving any type of income. Some things to start thinking about:

- 1. Do I have enough savings, or other type of income to live on for 4 to 6 months?**
- 2. Will I be able to keep up with the monthly bills during the 4 to 6 months?**
- 3. How will it affect me and my family?**

The Human Resources Office has been experiencing an enormous number of phone calls from disability retirees who were not prepared for this. Please keep in mind that once the disability packet leaves our office we have no control over the amount of time it takes for processing. Any questions should be addressed to the Office of Personnel Management

EMPLOYEE BENEFITS NEWS (continued)
RECENT AWARD GIVEN TO TECHNICIANS
JULY – SEPTEMBER 2005 AWARDS
AIR AND ARMY

Congratulations to the following employees for receiving awards:

Army:

Name	Award Type	\$ Amount	# Hours
Bustamante Juan	Cash Award	\$250.00	
Cahill Dennis	Cash Award	\$250.00	
Coriz Derrick	Cash Award	\$250.00	
Duran Kelly	Cash Award	\$250.00	
Gonzales Steve P.	Cash Award	\$250.00	
Glover Robert	Superior Performance	\$1000.00	
Herrera Paul R.	Cash Award	\$250.00	
Hoover Johnathan E.	Cash Award	\$250.00	
Jeanete Diana M.	Superior Performance	\$1000.00	
Jim Calvin	Cash Award	\$250.00	
Lombard James	Cash Award	\$250.00	
Loveless Dewey A.	Cash Award	\$250.00	
Maestas Jesus	Cash Award	\$250.00	
Martinez Juan L.	Cash Award	\$250.00	
McBroom Allen	Cash Award	\$250.00	
Montano Matias	Cash Award	\$250.00	
Parker Steven	Cash Award	\$250.00	
Weiger Ian H.	Cash Award	250.00	
Vasquez David	Cash Award	\$250.00	

Air:

Name	Award Type	\$ Amount	# Hours
Aragon Paula Y.	Time Off		40
Pullen Angela D.	Time Off		30
Armijo Victor D.	Time Off		30
Schroeder Dennis	Time Off		30
Chacon Martin L.	Time Off		30
Lovato Philip	Time Off		30
Martinez Michael A.	Time Off		40
Carr James	Time Off		40
Ridley Ronald L.	Time Off		30
Griego David T.	Time Off		30
Archuleta Philip	Time Off		30
Fleming Jason J.	Time Off		30
Robinson Shakir	Time Off		30
Gutierrez Rubyanne	Time Off		30
Golden Jaime L.	Time Off		20

EMPLOYEE BENEFITS NEWS (continued)
RECENT AWARD GIVEN TO TECHNICIANS
JULY – SEPTEMBER 2005 AWARDS
AIR AND ARMY

Name	Award Type	Air: \$ Amount	# Hours
Eggleston Alan C.	Time Off		40
Bednorz Michael	Time Off		30
Garcia Kimberly	Time Off		30
Cline Timothy	Time Off		40
Harris Rebecca A.	Time Off		40
Polson Joshua	Time Off		30
Meyer Darryl M.	Time Off		40
Jacobs Nathan H.	Superior Performance	\$1000.00	
Jaramillo Damian	Time Off		40
Gutierrez Michael M.	Time Off		20
Mandeville Richard J.	Time Off		20
Valencia Emma R.	Time Off		20
King Keith W.	Time Off		20
Montoya Richard J.	Time Off		20
Fernandez Richard	Time Off		30
Sandoval Anthony	Time Off		30
Trevino Benny	Time Off		30
Sanchez Thomas D.	Time Off		40
Pirtle Stephen D.	Time Off		30
Madrid Richard A.	Time Off		30
Haway James T.	Time Off		30
Lopez Patricio M.	Time Off		30
Stevenson Darius W.	Time Off		30
Vanover William M.	Time Off		10
Sedillos Manuel C.	Time Off		10
Dudley Walter P.	Time Off		20
Carter William J.	Time Off		30
Burns Daniel B.	Time Off		10
Apodaca Phillip J.	Time Off		10
Cantu Brian A.	Time Off		25
Reed Keith	Time Off		30
Tapia Mark S.	Time Off		30
Howell Mark J.	Time Off		20
Abbondanza Anthony	Time Off		20
Flores Sammy	Time Off		20
Archuleta Wilbert R.	Time Off		30
Aldaz Lorenzo	Time Off		40
Andrews Robert L.	Time Off		40
Ankner Michael J.	Time Off		40
Barboa Michael A.	Time Off		40
Casados Phillip R.	Time Off		40



STAFFING SECTION

.JOB ANNOUNCEMENTS ON THE HRO WEBSITE

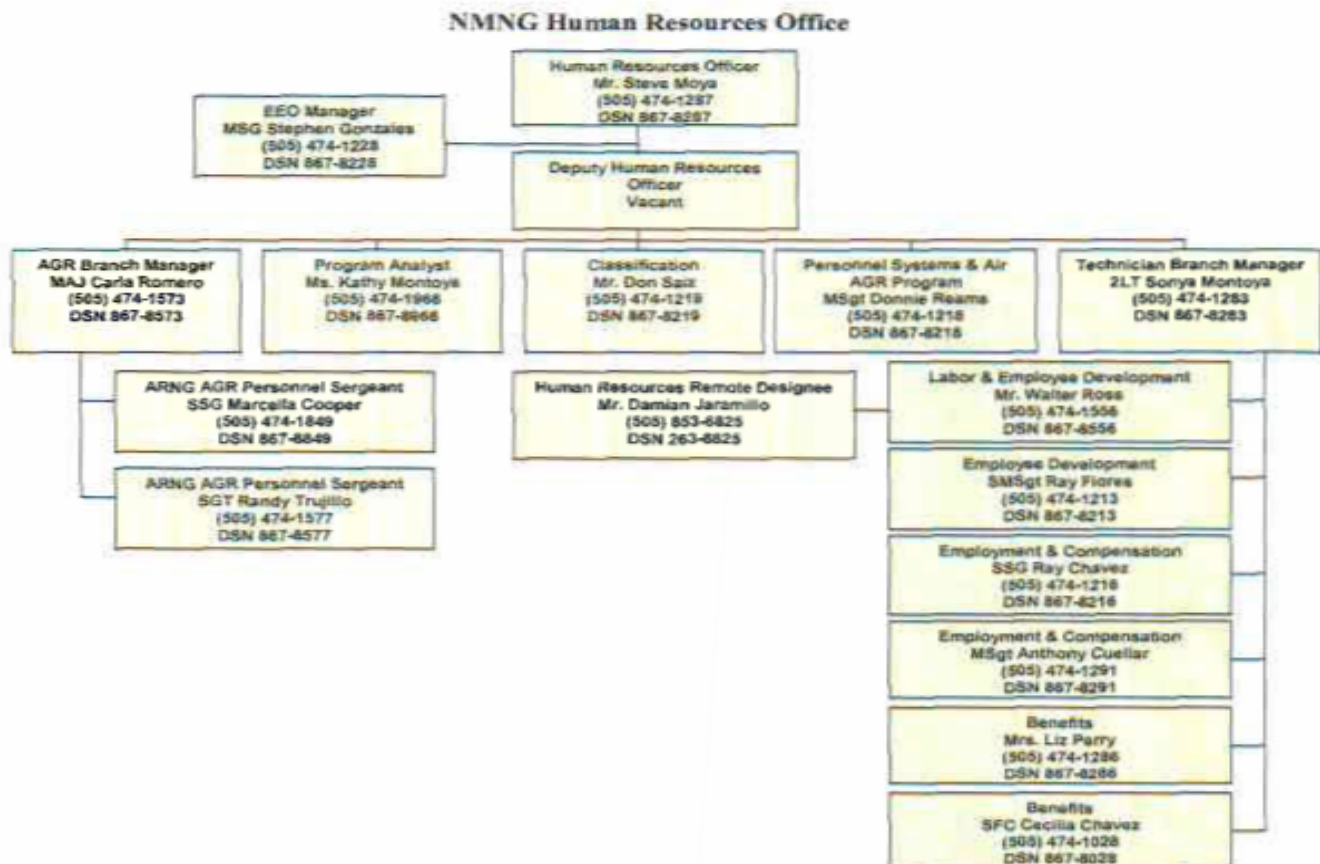
Are you familiar with the Human Resources Office website? There is a web page on the website called “Jobs”, which allows you to view all available positions for which we are currently accepting applications. In the near future (approx. six months), we will be implementing a change in the way announcements are accessed and the way YOU will be applying for positions. The National Guard Bureau Technician Personnel Office has announced implementation of a new program that will allow all states to advertise announcements on a website called “USA Jobs”. This website has been around for a while and you may already be familiar with it, if you have applied for positions with other government agencies, such as the National Park Service, Department of Agriculture, etc. NGB would like to consolidate the advertising of job announcements with most of the other government entities. You can view this website by going to the following link: <http://www.usajobs.gov/>. You may want to go to the website to become familiar with how it works. *Although this is preliminary, we are making our customers aware of the upcoming changes that will be taking place.* As the time approaches for full implementation of this program, we will be providing additional information and specific guidelines as to how this system works and when this transition will take place. At this time, the Employment and Placement personnel will be attending a course on the new software called “USA Staffing” (not to be confused with the USA Jobs website). We will also begin testing job announcements with the new system to work out any issues that may arise during this pre-implementation period. If you have questions or would like additional information on this upcoming application process, contact SSG Ray Chavez, x1216 or MSgt Tony Cuellar, x1291. Thanks.

Classification Section

Mr. Don Saiz, (505) 474-1219, DSN 867-8219

Organizational Charts: The organizational chart identifies positions within an organizational structure. They can identify everything from a simple work unit, such as military payroll or a communication shop; all the way up to where these same units fall within the structure of a base, state, and up to the National Guard Bureau. As a state Classifier it is very important to understand the organizational structure. “A picture is worth a thousand words.” The organizational chart reflects who reports to whom and where a new position may be placed. From a management perspective, an organizational chart depicts the structure of a shop and/or if a new position will have an impact grade wise on positions that are above or below it.

Over the next few months, my office will request organizational charts from all activities. All charts should be forwarded to the HRO Classification Section.





AGR NEWS (ARMY)

Review Your LES

Over the past few months we have seen an increase in pay problems for AGR soldiers. The problems are usually easy enough to fix but sometimes are not addressed for several months resulting in large debts owed to DFAS. The sooner we know about a problem the easier and faster it is to fix it.

The most common reason we hear issues are not addressed is “I didn’t know.” or “I don’t look at my LES”. Every one should know how to read their LES and be able to recognize pay problems. Every one should review their LES every month and ensure any changes to your pay have been addressed.

The most common problems we see are erroneous BAH entitlements. BAH is based on duty location and whether a person has dependants or not. When soldiers change duty locations or have a change of dependant status they need to update DA Form 5960 and provide all supporting documentation to HRO, PSB, and pay branch. If changes aren’t reflected on the next LES soldiers need to have their PSNCO find out why.

Many problems we are seeing can be avoided by:

- Reviewing your LES every month.

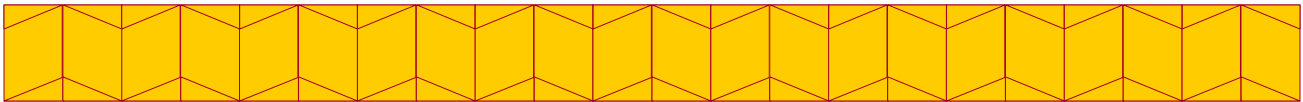
- Know what deductions are coming out of your pay and ensure those deductions are coming out.

- Make sure to turn in all documentation needed to make pay changes immediately.

- Make sure they are the correct documents and are filled out correctly and signed.

- Report any problems with pay as soon as you find them.

By following these guidelines we will hopefully notice drop in the number of problems we are currently seeing.



AGR NEWS (AIR/ARMY)

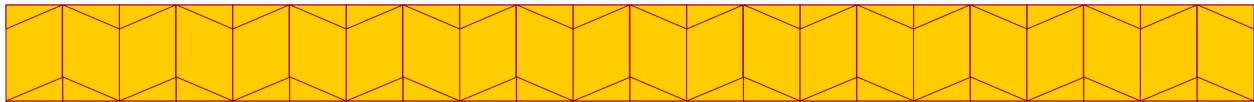
ENTRY INTO THE AGR PROGRAM

For initial entry into the AGR program, an individual must satisfy certain basic qualifications in addition to any special requirements of the advertised position.

Among the basic requirements are military membership, be physically and medically fit as prescribed by service regulations, be able to serve at least 5 years on active duty prior to their mandatory removal date, and, if an officer, have completed certain military education. Failure to satisfy one or more of these requirements will usually result in the rejection of any application. An individual who has been previously barred from re-enlistment or involuntarily separated from active duty will also not be favorably considered.

When a commander identifies a position that is authorized for fill, a determination is first made as to whether the vacancy can be filled by on-board AGRs or military technicians of the respective service. Prior to advertising the vacancy, first consideration will be given to excess personnel who are on the Priority Placement Program (PPP) or, transfer by laterally assigning an AGR. Within the Army National Guard, consideration must also be given providing upward mobility to individuals affected by the Enlisted Promotion System (EPS). As a general rule, AGR vacancies will be advertised to fill entry level positions as well as junior NCO and Officer positions.

Application procedures and required forms will be listed on the actual vacancy advertisement as well as be available from the HRO office .



STATE EQUAL EMPLOYMENT MANAGER

EEO News—continued

Hispanic Heritage Month 2005: September 15-October 15

In 1968, Congress authorized President Lyndon B. Johnson to proclaim a week in September as National Hispanic Heritage Week. The observance was expanded in 1988 to a month long celebration (Sept. 15-Oct. 15). During this month, America celebrates the culture and traditions of U.S. residents who trace their roots to Spain, Mexico and the Spanish-speaking nations of Central America, South America and the Caribbean. Sept. 15 was chosen as the starting point for the celebration because it is the anniversary of independence of five Latin American countries: Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua. In addition, Mexico and Chile celebrate their independence days on Sept. 16 and Sept. 18, respectively.

Population

41.3 million

The estimated Hispanic population of the United States as of July 1, 2004, making people of Hispanic origin the nation's largest race or ethnic minority. Hispanics constituted 14 percent of the nation's total population. (This estimate does not include the 3.9 million residents of Puerto Rico.)

43%

The proportion of New Mexico's population that is Hispanic, highest of any state. Hispanics also make up more than one-third of the population in California and Texas, at 35 percent each.

Serving our Country

1.1 million

The number of Latino veterans of the U.S. armed forces.

EEO/EO INFORMATION

HARASSMENT AND DISCRIMINATION – WHAT'S THE DIFFERENCE?

People often use the terms harassment and discrimination interchangeable, however there is a difference. The two terms are different. Take a look:

Harassment means to trouble, worry or torment someone on a persistent basis. The important phrase here is "on a persistent basis." Usually a one-time offense is not considered harassment in the eyes of the law.

Type of harassment:

Verbal – things said, written or inappropriate sounds;

Physical – hitting, pushing, blocking someone's way or inappropriate touching;

Visual – includes calendars, pictures or any inappropriate object that can be clearly seen.

Discrimination occurs when a person or groups of people are treated differently from another person or group of people. Discriminatory harassment is harassing and/or discriminating behavior that is severe or pervasive enough to create a hostile working environment and/or result in a tangible employment action. Title VII of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, gender, religion, and/or national origin.

All employees (military and technician) have the right to work in an environment free from any type of discrimination and harassment. This means that organizations and employees can be held liable for any behavior that would be considered discrimination or harassment.

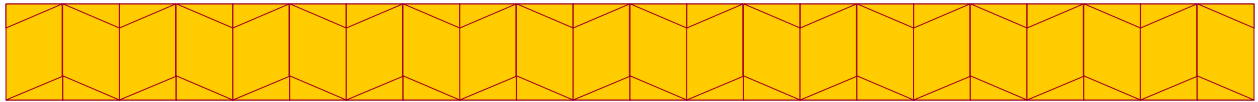
Bottom line:

Harassment is making someone's life miserable at work.

Discrimination is treating someone differently based on who they are.

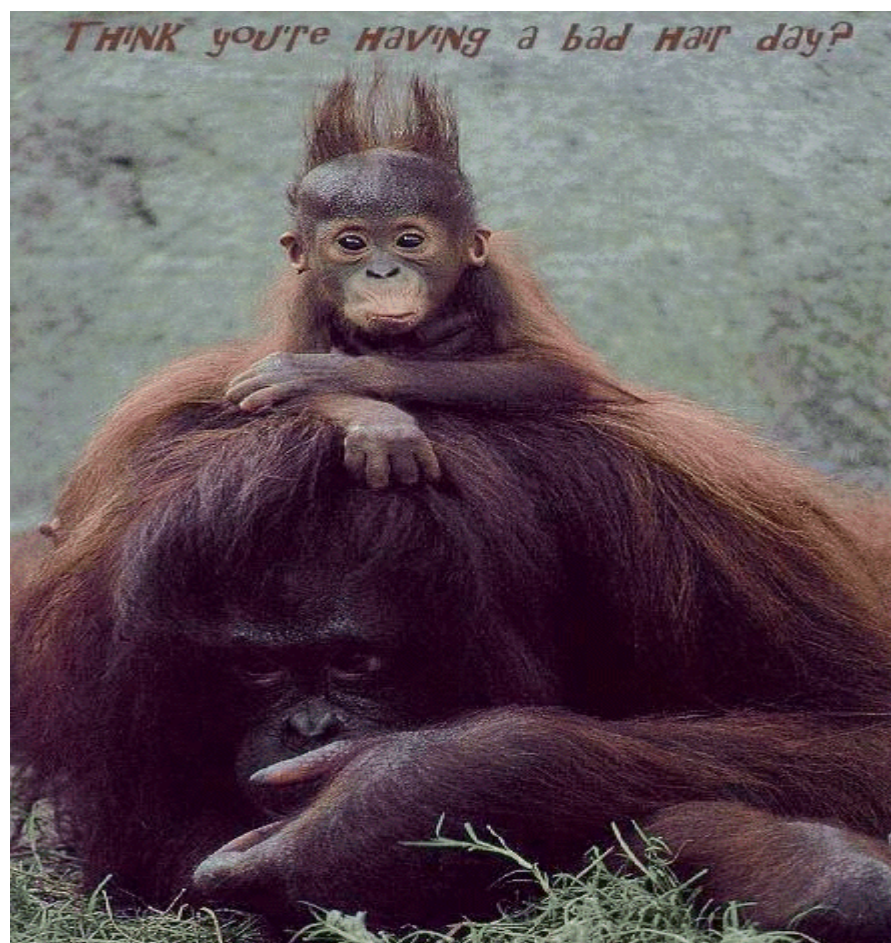
Although these two terms have different definitions they are often related. It's illegal to make someone's life at work miserable, because of things like race, religion, disability, sex, etc. But if that person quits or doesn't get a raise because of the harassment they suffered the offender/organization would be charged with both harassment **AND** discrimination.

Keep in mind that several state and local governments have laws that go beyond the federal discrimination laws.



THE HUMOR OF CORNER

Before You Complain About Your Job...





The Healthy Corner

How Do You Reduce A Fat Belly?

Is a Fat Stomach Unhealthy?

Yes. For people with a BMI of 34 or less, a fat belly is regarded as an additional health risk. Fatty tissue which is stored around the stomach and abdomen (sometimes called intra-abdominal, or visceral fat) carries a greater health risk than fat located in the lower body around the butt and thighs. Some health studies show that abdominal fat leads to raised blood pressure, high cholesterol levels, high blood sugar, insulin resistance syndrome (metabolic syndrome X) and heart disease. Because of this, some experts believe that waist circumference and fat-distribution is more important than your actual weight in predicting future health risks.

What Causes a Fat Belly?

Where we store fat (surplus calories) is largely a combination of gender, age and genetic inheritance. Men tend to store fat around their middle (apple shape), whereas women typically store fat around the pelvic region, hips, butt and thighs (pear shape). However, women are prone to develop an apple shape in mid-life, after menopause. This is because the female hormones are present in smaller amounts and so their shape tends to become more 'male'.

Stress and Stomach Fat

Some health studies show that abdominal fat can develop as a result of stress. This is because the hormone cortisol is released during stress, and a high level of cortisol in the body appears to stimulate the storage of fat around the belly and abdomen. Researchers at Yale University studied 60 women and found that the more stress they were under, the more fat they stored around their stomachs. So it appears that a fat belly is most likely to develop in stressed men of any age, and older stressed women.

How to Prevent a Fat Belly?

If you are prone to store fat around your middle, the healthiest solution is to maintain a normal weight. By matching your calorie intake to your calorie needs and prevent weight gain, you will prevent the development of any excess fat.















How to Reduce a Fat Stomach?

However, if you already have a fat belly, the best option is to follow a healthy weight loss diet, combined with fitness exercises such as aerobics (to burn extra calories) and a stomach-toning workout to help tighten and strengthen abdominal muscles. That said, reducing a fat stomach takes time - especially if you are an apple-shape. Despite what commercials say, there is no diet-plan or type of exercise that can "target" your fat stomach. So please don't get impatient. Your fat belly will disappear.

HUMAN RESOURCES OFFICE STAFF

COM (505) 474-XXXX DSN: 867-8XXX FAX: 474-1544 867-8544

E-Mail: firstname.lastname@nm.ngb.army.mil

	Vacant	Human Resources Officer	EXT. 1287
	Mr. Steve Moya	Acting HRO	EXT. 1295
	2Lt Sonya Montoya	Supervisory Human Resources Specialist	EXT. 1283
	SSG Ray Chavez	Human Resources Specialist (Recruit & Placement)	EXT. 1216
	MSgt Anthony Cuellar	Human Resources Specialist (Recruit & Placement)	EXT. 1291
	CMSgt Don Saiz	Human Resources Specialist (Classification)	EXT. 1219
	Mrs. Liz Perry	Human Resources Specialist (Employee Benefits)	EXT. 1286
	SFC Cecilia Chavez	Human Resources Specialist (Employee Benefits)	EXT. 1028
	SMSgt Ray Flores	Human Resources Specialist (Employee Development)	EXT. 1513
	MSG Steve Gonzales	EEO/EO Manager	EXT. 1228
	Mr. Walter Ross	Human Resources Specialist (Labor Relations & Employee Development)	EXT. 1556
	MSgt Donnie Reams	Human Resources Specialist (Information Systems) Human Resources Specialist—AGR (AIR)	EXT. 1218
	Ms Kathy Montoya	Program Analyst	EXT. 1295
	MAJ Carla Romero	AGR Program Manager	EXT. 1573
	SFC Marcella Cooper	Personnel SGT—AGR (ARMY)	EXT. 1849
	SSG Randy Trujillo	Personnel SGT—AGR (ARMY)	EXT. 1577
	SPC Christine Salazar	Personnel Assistant (ADSW)	EXT. 1966